

CITY OF BURBANK

BUILDING ADMINISTRATION MANAGER

DEFINITION

Under general direction, to manage, supervise, plan, direct, and record the daily administrative and permitting functions of the Community Development Department, including overseeing building plan submittal, building permit issuance, enforcement of applicable laws and codes, business tax and business license applications, fee payments, and development of ordinances and operational policies; and perform related work as required.

ESSENTIAL FUNCTIONS

Manages and supervises the issuance of building permits, building plan submittals, and building permit processing; writes reports, conducts or directs complex research, analysis, and specialized studies, which may require oral presentation; coordinates budget preparation and manages budget expenditures and revenues; manages billing, collection, processing and issuing of business tax and business license certificates; manages public counter operations and disputes; responds to public record requests; tracks and maintains public records, initiates and supervises the development of ordinances, reports, and other business-related correspondence; coordinates activities with other departments and agencies; maintains and supervises departmental website updates; makes effective recommendations regarding hiring, promotions; manages, trains, and evaluates employees; recommends disciplinary action as needed; up to and including termination; attends and represents the City and Community Development Department at public meetings and hearings; and assists in coordinating and developing policies and procedures; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - the principles, practices, and techniques of Building or Public Administration with an emphasis on governmental budgeting, reporting, financial administration, personnel practices, and organizational analysis; building and zoning codes; permit processing; fee structures and collection methods; applicable local, state, and federal regulations; standard plan submittal processes and plan review procedures; advance research methods and analytic techniques; English usage, spelling, grammar, and punctuation in order to effectively perform the essential functions of this classification (this is not a language restriction as defined in California Government Code Section 12951); principles and practices of sound personnel management and supervision.
- Skill in – proficiently use word processing, database, spreadsheet, presentation, scheduling, internet, and geographical information system software.
- Ability to – conduct complex research, analyze data, and solve complex problems; read, interpret, and enforce municipal codes and regulations; prepare written and oral reports; perform mathematical computations; manage expenditures; practice sound supervision; review and evaluate employees' job performance and make recommendations for development; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

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Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to, graduation from an accredited college or university with major course work in public administration, business administration, architecture, engineering, construction management, or related field and four years of professional experience in business administration and operations, building construction, plan review, building inspection, license inspection or code enforcement, including two years at a senior or supervisory level.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment; must obtain an International Code Conference (ICC) certification as a Permit Technician, Plans Examiner, or Residential Building Inspector or equivalent per state requirements within one year of appointment.

SUPPLEMENTAL INFORMATION

None.